

Schedule 34-12

**SECRETARY OF
STATE**

**RECORDS
MANAGEMENT DIVISION**

October 8, 2008


Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE
	34-12
	AGENCY, BOARD OR COMMISSION SECRETARY OF STATE
	DIVISION, BUREAU OR OTHER UNIT RECORDS MANAGEMENT DIVISION
	Supersedes Edition of March 23, 2005

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE 	
TITLE <i>Chief Deputy Secretary of State</i>	DATE <i>October 7, 2008</i>

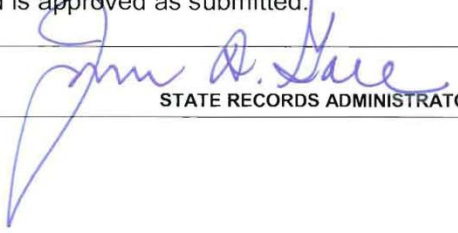
PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE 	DATE <i>10/06/2008</i>
STATE ARCHIVES	

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE 	DATE <i>10/8/08</i>
STATE RECORDS ADMINISTRATOR	

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, *regardless of the media on which they reside*, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review or transfer to the NE State Historical Society (State Archives), your agency is required to contact the State Archives and negotiate the transfer. Additionally, once the records are accessioned to their collection, they become the possession of the State Archives. Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Specialist in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

INDEX

SCHEDULE 34-12 SECRETARY OF STATE RECORDS MANAGEMENT DIVISION

	Item	Page
<u>ADMINISTRATIVE RECORDS</u>	34-12-1	6
APPLICATIONS FOR AUTHORITY FOR RECORDS		
ACTION.....	34-12-1-1	6
COST ALLOCATION DATA, STATEWIDE INDIRECT.....	34-12-1-2	6
MICROGRAPHICS EQUIPMENT OWNERSHIP TRANSFER		
RECORDS	34-12-1-3	6
PROFIT/LOSS ANALYSIS	34-12-1-4	6
RATE SCHEDULE DEVELOPMENT DATA.....	34-12-1-5	6
RECORDS DISPOSITION REPORT (RMA 03006D)		
(COMPLETED).....	34-12-1-6	6
RECORDS MANAGEMENT SERVICES ACCOUNTS		
RECEIVABLE RECORDS	34-12-1-7	6
SLIDE TAPE SHOWS (OBSOLETE).....	34-12-1-8	7
STATE RECORDS BOARD RECORDS (FORMERLY		
STATE RECORDS BOARD MINUTES)	34-12-1-10	7
<u>BACKUP COPIES OF ELECTRONIC DATA</u>	34-12-2	7
<u>DOCUMENT IMAGING SERVICE CENTER (DISC)</u> ...	34-12-3	7
<u>MICROGRAPHICS SERVICES RECORDS</u>	34-12-3-1	7
MICROFILM CAMERA LOGBOOK (FORMERLY CAMERA		
LOGBOOK)	34-12-3-1-1	7
MICROFILM HANDLING INSTRUCTIONS	34-12-3-1-2	8
MICROFILM INSPECTION LOG	34-12-3-1-3	8
MICROFILM LAB SERVICE FORMS (RMA 02005C)	34-12-3-1-4	8
MICROFILM LABORATORY JOURNAL (FORMERLY		
LABORATORY JOURNAL)	34-12-3-1-5	8
MICROFILM PROJECT CERTIFICATES.....	34-12-3-1-6	8
MICROFILM PROJECT REGISTRATION (RMA 03004B)	34-12-3-1-7	8
MICROFILM PROJECT SPECIFICATIONS.....	34-12-3-1-8	8
MICROGRAPHICS EQUIPMENT FORM (RMA 03001B)	34-12-3-1-9	8
MICROGRAPHICS EQUIPMENT HISTORY FILE	34-12-3-1-10	8
MICROGRAPHICS EQUIPMENT SERVICE REQUEST		
(RMA 02004A).....	34-12-3-1-11	9
MICROGRAPHICS PROJECT REGISTRATION INDEX	34-12-3-1-12	9

NONPERMANENT SECURITY MICROFILM DATABASE	34-12-3-1-13	9
PROCESSOR CONTROL LOG (FORMERLY CONTROL STRIP LOG).....	34-12-3-1-14	9
SECURITY MICROFILM RECORDS DISPOSAL NOTICE AND AUTHORIZATION.....	34-12-3-1-15	9
THIOSULPHATE TEST RESULTS	34-12-3-1-16	9
SCANNING SERVICES RECORDS	34-12-3-2	9
CD PROJECT SPECIFICATIONS.....	34-12-3-2-1	9
OPERATOR LOG SHEETS	34-12-3-2-2	9
REQUISITION LOG SHEETS	34-12-3-2-3	10

MISCELLANEOUS RECORDS

DELETED RECORDS		12
RECORDS DISPOSITION REPORT (BLANK FORM)		13

RECORDS RETENTION PROGRAM RECORDS

(FORMERLY CONSULTANT SECTION

RECORDS).....34-12-4 10

ANALYSIS DATABASE.....	34-12-4-1	10
APPOINTMENT OF RECORDS OFFICER FORM (RMA 1083A) (COMPLETED AND SIGNED FORMS)	34-12-4-2	10
RECORDS RETENTION SCHEDULE FILES	34-12-4-3	10
RECORDS RETENTION SCHEDULES	34-12-4-4	10
SCHEDULE TRACKING RECORDS.....	34-12-4-5	10

STATE RECORDS CENTER RECORDS (SRC)34-12-5 10

AUTHORIZATION FOR ACCESS TO RECORDS FORM (COMPLETED AND SIGNED FORMS) (RMA 01062A)	34-12-5-1	10
DAILY RUN SHEET	34-12-5-2	10
DAILY TRIP LOG (RMA 01090A).....	34-12-5-3	11
MONTHLY STATISTICAL REPORT (RMA 01002E).....	34-12-5-4	11
NEBRASKA STATE RECORDS CENTER MONTHLY ACTIVITY LOG (FORMERLY RECORD CENTERS ACCESSIONS/DISPOSITION WORKSHEET	34-12-5-5	11
RECORDS REFERENCE REQUESTS (RMA 03009B)	34-12-5-6	11
RECORDS REFERENCE REQUEST WORKSHEET	34-12-5-7	11
RECORDS TRANSFER FORM (RMA 03003F)	34-12-5-8	11
SRC DATABASE.....	34-12-5-9	11
SRC OPEN CASE NUMBER (OBSOLETE)	34-12-5-10	11
SRC RECORDS DISPOSAL NOTICE AND AUTHORIZATION (RMA 03003C)).	34-12-5-11	11

SCHEDULE 34-12- SECRETARY OF STATE-RECORDS MANAGEMENT DIVISION

34-12-1 ADMINISTRATIVE RECORDS

34-12-1-1 APPLICATIONS FOR AUTHORITY FOR RECORDS ACTION

Dispose of after 10 years.

34-12-1-2 COST ALLOCATION DATA, STATEWIDE INDIRECT

Accounting of services to state and local agencies.

Dispose of after 2 years.¹

34-12-1-3 MICROGRAPHICS EQUIPMENT OWNERSHIP TRANSFER RECORDS

Records of the transfer of all state-owned micrographics equipment to Records Management Division in accordance with LB520, 1977 Legislature, and LB559, 1979 Legislature. Includes stickers of property numbers, credit description, correspondence, verification of transfer correspondence and micrographics equipment survey forms.

Dispose of after all items are surplus.

34-12-1-4 PROFIT/LOSS ANALYSIS

Accounting spreadsheet including revenue, expenses, profit/loss for the month and fiscal year to date.

MONTHLY: Dispose of 1 year following the end of the fiscal year to which the records pertain, provided an audit has been completed.¹

ELECTRONIC RECORD: Dispose of 1 year following the end of the fiscal year to which the records pertain, provided an audit has been completed.¹

34-12-1-5 RATE SCHEDULE DEVELOPMENT DATA

Data used annually to set rates for charge-back services for the new fiscal year.

PRINT OUT: Dispose of after 2 years, provided an audit has been completed.¹

ELECTRONIC RECORD: Dispose of 2 years following the end of the fiscal year to which the records pertain, provided an audit has been completed.¹

34-12-1-6 RECORDS DISPOSITION REPORT (RMA 03006D) (COMPLETED)

Form completed by state agencies and local governmental units, listing the schedule number used and the cubic footage of records destroyed.

Dispose of after 5 years.

34-12-1-7 RECORDS MANAGEMENT SERVICES ACCOUNTS RECEIVABLE RECORDS

Includes accounts receivable ledger, invoices, records center billing report, IBTs and billing detail, and related materials. This is the monthly billing information, services provided by Records Management Division, and rates charged for services.

ORIGINAL RECORD: Enter data into database; dispose of after 5 years, provided an audit has been completed.¹

ELECTRONIC RECORD: Dispose of after 5 years, provided an audit has been completed.¹

34-12-1-8 SLIDE TAPE SHOWS (OBSOLETE 2007)

Presentation material for records officer and agency personnel orientation and micrographics familiarization.

ORIGINAL VIDEO TAPE: Transfer to the State Archives; dispose of at discretion of the State Archivist.

SLIDE TAPE RECORDINGS AND DUPLICATE VIDEO TAPES: Dispose of after obsolete or superseded.

34-12-1-10 STATE RECORDS BOARD RECORDS (FORMERLY STATE RECORDS BOARD MINUTES)

Includes all records pertaining to the Nebraska State Records Board business, including meeting minutes. Scan to network, then file.

ORIGINAL RECORD: Scan and microfilm for security annually; retain permanently.

ELECTRONIC RECORD: Retain permanently.

HEARING TAPES: Dispose of after 15 years.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORKCOPY: Transfer to Secretary of State's Office; retain permanently.

34-12-2 BACK-UP COPIES OF ELECTRONIC DATA:

The Secretary of State (SOS) contracts with the Office of the Chief Information Officer (OCIO) to provide back-up services for electronic records. Data (records) on the SOS systems/networks is copied to tapes according to the schedule below. The data is only to be used for the purposes of business continuity which includes disaster recovery (not for archiving). Servers are located at the OCIO's IM Services Data Center, State Capitol, and our Records Management Facility. Tapes will be maintained by the OCIO, then overwritten or destroyed following these rotations:

BACK-UP OF E-MAIL (LOTUS NOTES) RECORDS (DISK TO TAPE):

Daily Back-ups: Erase (scrub; wipe) after 1 week.

End-of-Week Back-ups: Erase (scrub; wipe) after 1 month.

End-of-Month Back-ups: Erase (scrub; wipe) after 1 year.

End-of-Year Back-ups: Retain Permanently.

BACK-UP OF ELECTRONIC RECORDS ON FILE SERVERS (DISK TO TAPE):

Daily Back-ups: Erase (scrub; wipe) after 1 week.

End-of-Week Back-ups: Erase (scrub, wipe) after 1 month.

34-12-3 DOCUMENT IMAGING SERVICE CENTER (DISC)

34-12-3-1 MICROGRAPHICS SERVICES RECORDS

34-12-3-1-1 MICROFILM CAMERA LOGBOOK (FORMERLY CAMERA LOGBOOK)

Record of project number, roll number, number of documents filmed, and filming of retakes for each microfilm project performed by Records Management. Logbook also has record of camera repair. This information is duplicated, in part, on the Microfilm Operator Certificate.

Dispose of after 2 years.

34-12-3-1-2 MICROFILM HANDLING INSTRUCTIONS

Listing for each registered microfilm project, with specifications, concerning processing, duplicating and disposition of all copies of film.

WORKSHEET: Dispose of after instructions are updated.

ELECTRONIC RECORD: Dispose of after superseded.

34-12-3-1-3 MICROFILM INSPECTION LOG

Report of inspection of microfilm and number of retakes made.

Dispose of after 6 months.

34-12-3-1-4 MICROFILM LAB SERVICE FORMS (RMA 02005C)

Used to create Microfilm Services Invoices. Filed and used for reference.

Dispose of 1 year following the end of the fiscal year to which the records pertain, provided an audit of related invoices has been completed.¹

**34-12-3-1-5 MICROFILM LABORATORY JOURNAL (FORMERLY
LABORATORY JOURNAL)**

Record of equipment repair, receipt of equipment and supplies, of equipment loan, test results and lab activities.

Dispose of after 10 years.

34-12-3-1-6 MICROFILM PROJECT CERTIFICATES

Includes Operator's Certificates, retake certificates and certificates of addition for each microfilm project.

Transfer to the State Records Center at the end of the fiscal year in which they are completed; dispose of after 2 years.

34-12-3-1-7 MICROFILM PROJECT REGISTRATION (RMA 03004B)

Contains types of records, document description, film, equipment, filming procedures and disposition.

Retain permanently.

34-12-3-1-8 MICROFILM PROJECT SPECIFICATIONS

Detailed project instructions and targets used for microfilm projects.

ELECTRONIC RECORD: Dispose of after superseded or obsolete.

PRINTOUT: Dispose of after completion, supersession, or discontinuance of project, whichever is later.

34-12-3-1-9 MICROGRAPHICS EQUIPMENT FORM (RMA 03001B)

Form used to request micrographics equipment, have it transferred from one division of an agency to another or return equipment to Records Management Division. Shows equipment property number, description, requesting agency and destination of equipment. Place in Micrographics Equipment History File, Records Retention Schedule Item #34-12-3-1-10.

See item 34-12-3-1-10, Micrographics Equipment History File.

34-12-3-1-10 MICROGRAPHICS EQUIPMENT HISTORY FILE

Record of all equipment and equipment's required service.

Dispose of 1 year following the end of the fiscal year after equipment is surplus or destroyed, provided audit has been completed.¹

**34-12-3-1-11 MICROGRAPHICS EQUIPMENT SERVICE REQUEST
(RMA 02004A)**

Form used to request a service call on micrographics equipment. Information included is equipment description and property number, agency malfunction, action taken and dates time of call and response. Place in Micrographics Equipment History File, Records Retention Schedule Item #34-12-3-1-10.

See item 34-12-3-1-10, Micrographics Equipment History File.

34-12-3-1-12 MICROGRAPHICS PROJECT REGISTRATION INDEX

Numerical and alphabetical list of registered micrographics projects.

Dispose of after superseded.

34-12-3-1-13 NONPERMANENT SECURITY MICROFILM DATABASE

Database of all nonpermanent microfilm sent to storage.

ELECTRONIC RECORD: Dispose of concurrently with the microfilm listed.

34-12-3-1-14 PROCESSOR CONTROL LOG

Record of date and equipment setting for each control strip run through the processors. Includes graph of results and control strips.

CONTROL STRIPS: Dispose of after 6 months.

OTHER RECORDS: Dispose of after 2 years.

**34-12-3-1-15 SECURITY MICROFILM RECORDS DISPOSAL NOTICE AND
AUTHORIZATION**

Chronological file by disposition date of authorized Disposal Notices for nonpermanent security microfilm.

ORIGINAL RECORD: Microfilm for security annually; dispose of after 5 years.

ELECTRONIC RECORD: Retain permanently.

SECURITY MICROFILM: Transfer to the Secretary of State's office; retain permanently.

MICROFILM WORKCOPY: Retain permanently.

34-12-3-1-16 THIOSULPHATE TEST RESULTS

Monthly record of samples sent to Kodak for test of residual thiosulphate on film

Dispose of after 2 years.

34-12-3-2 SCANNING SERVICES RECORDS

34-12-3-2-1 CD PROJECT SPECIFICATIONS

Detailed project instructions for CD-projects.

ELECTRONIC RECORD: Dispose of after completion, supersession, or discontinuance of project, whichever is later.

PRINTOUT: Dispose of after completion, supersession, or discontinuance of project, whichever is later.

34-12-3-2-2 OPERATOR LOG SHEETS

Log sheets on which operator records CD information like number of documents and files.

Dispose of 1 year following the end of the fiscal year to which the record pertains, provided an audit has been completed.¹

34-12-3-2-3 REQUISITION LOG SHEETS

Created with information from operator logs and used for billing.

Dispose of after 1 year.

34-12-4 RECORDS RETENTION PROGRAM RECORDS (FORMERLY CONSULTANT SECTION RECORDS)

34-12-4-1 ANALYSIS DATABASE

Lists of records officers assigned by each state agency.

ELECTRONIC RECORD: Dispose of after superseded.

34-12-4-2 APPOINTMENT OF RECORDS OFFICER FORM (RMA 01083A) (COMPLETED AND SIGNED FORMS)

Name of records officer signed by head of agency. Enter into Analysis database.

ORIGINAL RECORD: Dispose of after superseded.

34-12-4-3 RECORDS RETENTION SCHEDULE FILES

May include correspondence pertaining to proposed records retention and disposition schedules, including drafts, notes and copy of superseded schedule.

Dispose of after superseded.

34-12-4-4 RECORDS RETENTION SCHEDULES

Records Retention and Disposition Schedules which have been officially approved and signed by the State Records Administrator.

ORIGINAL RECORD: Transfer to the State Archives after superseded.

WORK COPY: Retain permanently for reference value.

ELECTRONIC RECORD: Dispose of after superseded or no longer of reference value.

WEBSITE COPY: Dispose of after superseded.

34-12-4-5 SCHEDULE TRACKING RECORDS

May include documents used to track the update status of schedules in the review process or to track potential record retention items/issues for future schedule updates.

Dispose of after superseded or schedule update.

34-12-5 STATE RECORDS CENTER RECORDS (SRC)

34-12-5-1 AUTHORIZATION FOR ACCESS TO RECORDS FORM (COMPLETED AND SIGNED FORMS) (RMA 01062A)

Contains list of agency's staff members authorized to access records stored in the SRC. It is signed by the agency head. Enter into State Record Center database and file.

Dispose of after superseded.

34-12-5-2 DAILY RUN SHEET

Form filled out by Records Management Division staff to facilitate pickup or delivery of transfers each day for tapes, boxes and documents.

Dispose of after daily run is completed.

34-12-5-3 DAILY TRIP LOG (RMA 01090A)

Daily log of agencies and agency contacts, buildings, and number of boxes to be delivered or picked up.

Dispose of after 3 months.

34-12-5-4 MONTHLY STATISTICAL REPORT (RMA 01002E)

May include number of requests and service charges per each month.

ORIGINAL RECORD: Enter into SRC database, dispose of after 5 years, provided an audit has been completed.¹

ELECTRONIC RECORD: Dispose of after 5 years, provided an audit has been completed.¹

34-12-5-5 NEBRASKA STATE RECORDS CENTER MONTHLY ACTIVITY LOG (FORMERLY RECORD CENTERS ACCESSIONS/ DISPOSITION WORKSHEET)

Record by agency and division of volume, receipts, actions of dispositions and running balance for records center reports.

Dispose of after 5 years.

34-12-5-6 RECORDS REFERENCE REQUESTS (RMA 03009B)

Record of state agency requests for records or information from records stored in the State Records Center. Includes requests by phone, by email and by request slip.

ORIGINAL RECORD: Dispose of after 3 months.

ELECTRONIC RECORD: Dispose of after 1 calendar year.

34-12-5-7 RECORDS REFERENCE REQUEST WORKSHEET

Record of reference requests by agency to check activity of records.

Dispose of after information is recorded on Monthly Statistical Report.

See item #34-12-5-4.

34-12-5-8 RECORDS TRANSFER FORM (RMA 03003F)

Record center copies of transfer forms filed by agency.

Dispose of when respective records are destroyed.

34-12-5-9 SRC DATABASE

Inventory of all SRC holdings and activity.

ELECTRONIC RECORD: Retain permanently.

34-12-5-10 SRC OPEN CASE NUMBER (OBSOLETE 2007)

List of unoccupied shelf locations. This list is updated after every quarterly disposal.

See item #34-12-5-9, SRC Database.

34-12-5-11 SRC RECORDS DISPOSAL NOTICE AND AUTHORIZATION (RMA 03003C)

Record of authorization from agency for disposal of records from the State Records Center. Signed by agency records officer.

ORIGINAL DOCUMENTS: Microfilm for security annually; dispose of after 5 years.

ELECTRONIC RECORD: Retain permanently.

SECURITY MICROFILM: Transfer to Secretary of State's office; retain permanently.

MICROFILM WORK COPY: Retain permanently.

DELETED RECORD

34-12-1-9 RECORDS OFFICERS LISTS

Notes

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

--

DATE	SIGNATURE
------	-----------

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, AN ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter-size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal-size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb